

AUG 15 1951

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Procedure for ascertaining Positions Filled and Computing Average
Employment Schedules, Actual, for Fiscal Year 1951

1. Basic references -- (1) T/O control register
(2) Supporting schedule to Form 113 as of 30 June
2. Basic assumption -- positions filled
Inasmuch as the Agency personnel strength is ascending, the 30 June 1951 supporting schedule is expected to provide the control figure concerning positions filled during the year. The report will be a guide for evaluating results obtained from the analysis of the T/O register.
3. Breakdown level of personnel details
Follow the general level as reflected in the 1952 budget document, Appendix. Prepare summaries likewise, and follow the format of the Appendix.
4. Procedure
 - a. Pickup and list positions filled from T/O register - all positions shown occupied prior to 1 July 1951 - (also pickup Vacancies, which are not duplications of positions occupied.) Indicate grade, job title, number of positions of like title, and total annual rate. Indicate Military as such.
 - b. Subtotal the number of positions and total annual salaries. Ascertain total civilian requirements by effecting appropriate deductions for positions other than civilian.
 - c. Pickup various totals computed in paragraph b above, and carry them forward to appropriate summary schedules at which the lapse will be computed. This will generally be the allotment account level, for which regular salary paid during the year statistics are available.
 - d. Summarize the total positions and total annual salaries. Compute average salary, arithmetic mean.
 - e. Divide the average annual salary computed in paragraph d above, into the applicable amount of salaries paid out, as recorded in the Budget Division record of salaries paid. (Hollihan record).
 - f. The quotient obtained in paragraph e above represents the estimated average employment in manyears.
 - g. Position lapse -- is the difference between total positions filled computed in paragraph c above, and the manyears computed in paragraph f.
 - h. Money lapse -- is the difference between total annual salaries computed in paragraph d above, and the actual amount of salaries paid as shown by the "Hollihan" record.

1. Position on T/O established as GS-5. Employee works part of year at GS-4, as a trainee, then is promoted to the grade 5.

Pickup as 1 position

a) Show as	Pos.	A.E.
GS-5	1	.7
GS-4	-	.2

b) or as		
GS-5	1	.9

2. Function transferred from one office to another. Employee filling a position resigns before the transfer and position is still vacant; currently the position card remains in T/O record under abolished organizational unit title.

Position card should follow the function and be picked up as applicable to office receiving the function. Do not pickup as a position in both offices.

3. Major function eliminated during the fiscal year, and a new function implemented. Large number of positions involved. In the reorganization, obligations are distributed among organization units which receive blocks of employees, the distribution having been effected in order to provide comparability on a full year basis.

Comptroller's policy should decide whether the reorganized set-up should be reflected as a going concern on a full year basis or whether the old positions should be picked up as much and shown as cancelled, and the new positions also reported on full year.

It appears that if obligations are distributed, then positions should be likewise, and thus shown only in one place.

4. Employee charged to more than one position during year --

- a) Part of year in Budget Division and later transferred to Comptroller's Office.

Show as 2 separate positions occupied during year.

5. Vouchered - Unvouchered

Positions existing as unvouchered at beginning of year, later converted to vouchered --

Pickup as full positions vouchered.

Pickup as average employment only - do not show as unvouchered positions.

6. A centralized function such as CODING is decentralized. Some positions are vacated before decentralization; some position cards remain under the decentralized unit's organization title in the T/O register.

Make effort to reflect the positions among units receiving the decentralized function - Do not duplicate positions by showing them within the decentralized unit and the respective receiving units.

7. Key official's position was reclassified upward during the year.

a) Approximately 6 months were applicable to each grade.

	Pos.	A.E.
GS-15 Chief	1	.5
GS-14 Chief	-	.5

b) .9 manyears @15
.1 manyear @14

GS-15 Chief	1	1.
or		
GS-15 Chief	1	.9
GS-14 Chief	-	.1

c) .3 manyears @15
.2 manyears @14

GS-15 Chief	1	.3
GS-14 Chief	-	.2

8. Two employees occupying one position. Incumbent plans to resign and is training the new FOD pending effective date of resignation.

	Pos.	A.E.
GS-7 Smith	1	.7
GS-7 Jones (FOD)	-	.2

Conceivably, if the incumbent had been on job the entire fiscal year, and has not resigned as yet, as of 30 June.

	Pos.	A.E.
GS-7 Smith	1	1.
GS-7 Jones (FOD)	-	.1
	1	1.1